

# Preparing Tax Forms

## COLLECTING NEEDED INFORMATION

Some people complete their own income tax returns, while others hire a tax preparer. Simple tax forms (e.g., 1040-EZ) do not require much financial information. More complicated income tax forms require receipts, banking information, and other financial papers to be available. The “Income and Deductions” box contains common income tax deductions and sources of income. Match the topics to the corresponding items in the “Collected Items” box.



## COLLECTED ITEMS

- \_\_\_\_\_ 1. Day care receipts for a four-year-old
- \_\_\_\_\_ 2. Statement from the bank showing the total money earned on a savings account
- \_\_\_\_\_ 3. Papers showing that the purchase price of a stock was less than the selling price
- \_\_\_\_\_ 4. Receipt for clothes taken to Goodwill
- \_\_\_\_\_ 5. Cancelled check for job training classes
- \_\_\_\_\_ 6. Paid clinic receipts for a broken leg
- \_\_\_\_\_ 7. Statement from a mortgage company regarding how much interest was paid during the year
- \_\_\_\_\_ 8. A travel log used to keep track of the miles driven to work-related meetings and conferences
- \_\_\_\_\_ 9. W-2 form from a full-time job
- \_\_\_\_\_ 10. Wife's or husband's W-2 form
- \_\_\_\_\_ 11. Receipts for items bought for use on the job
- \_\_\_\_\_ 12. Papers showing that a house was sold for \$30,000 more than the purchase price

## INCOME AND DEDUCTIONS

- A. Child care expenses
- B. Financial losses
- C. Interest earned
- D. Education expenses
- E. Charitable donations
- F. Medical bills
- G. Deductible mileage
- H. Interest paid
- I. Regular income
- J. Work-related expenses
- K. Real estate gains and losses
- L. Spouse's income